

Woodlands
Academy



COVID-19 Risk Assessment

The purpose of this risk assessment is to help the school decide which actions to take. This risk assessment has been completed in consultation with staff and union representatives.

*Updates to May 2020 risk assessment (last period of school closure) are available in **green**.*

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Guidance for Ealing schools completing risk assessment

Since the start of the academic year, the continuing efforts of leaders, teachers and staff across education and childcare have ensured that settings remain as safe and COVID-secure as possible.

Most people who become infected with SARS CoV2 (the virus causing coronavirus disease, COVID-19) will experience mild symptoms, such as fever and cough and are unlikely to become severely unwell. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.

Being in school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn. School is also a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on coronavirus (COVID-19) related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.

The recent emergence of a new variant of SARS CoV2 with greater transmissibility is thought to have driven a recent increase in infection rates. On 4th January 2021, the Prime Minister announced a nationwide lockdown in order to control spread of the virus and protect the NHS. Schools, alternative provision (AP), special schools, colleges and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend. All other pupils and students should not attend and should learn remotely until February half term. Early years provision should continue to remain open and should continue to allow all children to attend full time or their usual timetable hours.

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission:

- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home, get tested and follow guidance on household isolation, and ensuring that if staff or pupils are identified as a close contact of someone who has tested positive for COVID-19 by NHS Test and Trace, they stay at home and follow guidance for people of contacts with confirmed coronavirus;
- Minimising contact between individuals and maintaining social distancing wherever possible;
- Keeping 'bubble sizes' small to limit close contacts;
- Washing hands frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- Cleaning and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Minimising contact between individuals and maintaining social distancing wherever possible;

- Following government advice and guidance [on actions for the full opening of schools](#)



If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

The government is also rolling out a programme of [asymptomatic testing in schools](#), starting with secondary schools, from January 2021, which will be an additional control measure.

Further government guidance can be found at: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> and on coronavirus information on [Ealing Grid for Learning](#)

This Risk Assessment has been completed in conjunction with the Government guidance and with the Initial Planning Framework.

Upon future revision, author can seek further advice can be sought by contacting either [Raj Chowdhury](#)(Corporate Health and Safety) or [Steve Dunham](#) (Children's Services)

School: 		School address: Hathaway Gardens Ealing W13 0DH	Review Date: (This is a dynamic document and should be reviewed and updated if there are any changes)		 www.ealing.gov.uk		
Assessment Date: 11/01/2020		What/who is being assessed? Biological hazard- COVID-19 within educational settings (This risk assessment is specific for Woodlands Academy, with signposts to the relevant Government guidance.)					
Name of Assessor:		H. Rana / C. Hasker / S. Magan		Responsible Person for Actions:		Working Party to oversee actions/ impact/ review	
Number	Who might be harmed and how?	What are your controls?	Recommended Control Measures <i>Move recommended Controls into Existing Controls once they have been implemented:</i>	Action by who/when?	Likelihood of occurrence after recommended-controls added (L) 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed	Impact (I) 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme Impact = Estimate of harm based on specific activity being assessed	Overall Risk (L X I) + I? <10 = Low 10-19 = Medium 20-30 = High
	Task / Activity Area Stated				Hazard		

Likelihood:						
Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
Impact:	Negligible	Minor	Moderate	Major	Extreme	

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
Task / Activity Area Entering the school		Hazard Biological hazard- COVID-19 Anti-social behaviour					
1	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Parents not to enter school grounds unless by prior appointment, arranged by phone or email.</i></p> <p><i>Staggered drop-off/pick up times, 10 minute buffer between year groups if needed</i></p> <p><i>Parents to remain outside the school entrance- markings outside school gates as guidance (being provided by LA)</i></p> <p><i>Entry into school through designated entrances ONLY- one group entering through pedestrian gate near office while second group enters</i></p>	<p>Symptomatic individuals do not gain entry to site</p> <p>If any members of household present with symptoms, pupil will not attend school for designated period of isolation and school office informed ASAP.</p> <p>Minimise contact with individuals who become unwell by isolating and escorting off site for further treatment and self-isolation as per government guidance (see appendix 1)</p> <p>Radio contact at all times</p> <p>Report antisocial behaviour to police</p>	<p>SLT</p> <p>Caretaker</p> <p>Admin Team</p> <p>Support TA for designated group</p>	4	3	<p>Staff</p> <p>(4x3)+3</p> <p>=15</p> <p>(medium)</p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>through main entrance to KS1 playground.</i></p> <p><i>Pupil to be accompanied by ONE parent only</i></p> <p><i>Siblings/ pupils home learning not permitted to</i></p>	<p>Direct communication with community on expectations to reinforce health and safety</p> <p>Parents are aware to stay at home when a child or household member develops coronavirus symptoms and access testing. School communicates this regularly to</p>				<p>Parents</p> <p>(4x3)+3</p> <p>=15</p> <p>(medium)</p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>accompany parent dropping off</i></p> <p><i>Visitors by appointment only(1 per visit)</i></p> <p><i>Display social distancing poster at all entrances</i></p> <p><i>Staff and parents to wear masks while near gate.</i></p>	<p>parents and considers and posters put up around school to be aware of this.</p> <p>On entry to school, staff and pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Skin friendly cleaning wipes can be used as an alternative.</p> <p>Visitors to be kept to an absolute minimum and should be managed so that social distancing and protective measures are explained on or before arrival. A record should be kept of all visitors.</p> <p>Guidance for school offices can be found here</p>				<p>Pupils (2X3) +3 =9</p> <p>(Low)</p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
Task / Activity Area Leaving the school		Hazard Biological hazard- COVID-19 Antisocial Behaviour					
2	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Parents not to enter school grounds</i></p> <p><i>Collection from designated exits ONLY</i></p> <p><i>ONE parent to collect with no accompanying siblings/ pupils</i></p> <p><i>Staff release pupils from designated gate and pupils walk independently to parent outside school perimeter</i></p> <p><i>Staff and parents to wear masks while near gate. 2m distance to adhered to by staff and parents.</i></p>	<p>Staggered collection times of 10 minutes between groups to minimise overcrowding and crossover of groups if needed</p> <p>2m markers across site to provide visual cue for social distancing</p> <p>Close monitoring of adherence</p> <p>Continual reinforcement of procedures and expectations</p> <p>Radio contact at all times</p> <p>Report antisocial behaviour to police</p> <p>Direct communication with community on expectations to reinforce health and safety</p> <p>Staff and pupils to wash their hands with soap and water for at least 20 seconds before leaving premises.</p>	<p>SLT</p> <p>Caretaker</p> <p>Admin</p> <p>Group Teacher</p>	4	3	<p>Staff (4x3)+3 =12 (medium)</p> <p>Parents (4x3)+3 =15 (medium)</p> <p>Pupils (4X3) +3 =15 (Medium)</p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
Task / Activity Area Reducing exposure and transmission of Covid and Social distancing (Early Years and Reception) and EHCP pupils with 1to1 support – where social distancing may be difficult to maintain			Hazard Biological hazard- COVID-19				
3	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures</p> <p>EYFS Pupils – increased level of contact with other pupils and staff</p>	<p><i>Nursery and Reception pupil parents drop off at designated gate, adhering to social distancing measures</i></p> <p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact between adults and pupils</i></p> <p><i>Care needs to be administered with appropriate PPE in place</i></p> <p><i>Maximise on outdoor learning to ensure restricted movement and minimise contact</i></p> <p><i>Desks should be spaced as far apart as possible</i></p> <p><i>Declutter teaching spaces</i></p> <p><i>2 members of staff per group as indicated by ratios</i></p> <p><i>1adult per pupil/ small group per demarcated areas at any one time</i></p>	<p><u>Government guidance</u> to be followed. This includes: <u>Coronavirus (COVID-19) contingency framework for education and childcare settings</u></p> <p><u>Schools and childcare settings: return in January 2021</u></p> <p><u>Restricting attendance during the national lockdown: schools</u></p> <p>Furniture to be laid out to ensure ease of movement and reduce contact between individuals</p> <p>Pupil expectations and behaviours reinforced at age appropriate level</p> <p>The staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply. Children to be taught in bubbles with maximum capacity of 15 to prevent mixing and limit spread of virus.</p> <p>See government guidance for links to government guidance for caring for pupils with special educational needs (see SEN pupil individual risk</p>	<p>Group teacher</p> <p>SLT</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Caretaker</p> <p>All monitoring in place at all times</p>	<p>4</p>	<p>3</p>	<p>(3X3) +3 = 15 (Medium)</p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>No soft toys/ materials/toys with small parts or items which cannot be easily cleaned</i></p> <p><i>Pupils and staff are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days</i></p> <p><i>Wash and disinfect resources at end of each day</i></p> <p><i>Cleaning of shared resources and surfaces every lunchtime</i></p> <p><i>Resources will not be shared across bubbles</i></p> <p><i>Lunches are eaten in classrooms and each bubble is allocated a separate area of outdoor space which they access through a specific door, to be used only by members of that bubble. Lunches will be collected by staff from the bubble and bins distributed and collected by Harrison's staff wearing PPE.</i></p> <p><i>Remote learning provision for Reception and EHCP</i></p>	<p>assessments for more detail if child has an EHCP)</p> <p>The following hierarchy of controls to be used in all settings:</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <p>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Sand pit will not be used as it cannot be thoroughly cleaned between uses.</p> <p>Activities planned to minimise sharing of resources between bubbles and if any resources are shared e.g. paintbrushes, they will be thoroughly</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>Pupils is a blended approach of live lessons and GC tasks. Additional tasks to support SEN are set weekly by the SENCO in a separate classroom.</i></p> <p><i>Children attending school access the same live lessons and tasks as children who are accessing remotely from home. This includes live teaching of phonics, handwriting and Maths with additional lessons in other areas to support tasks set as needed.</i></p>	<p>cleaned first and timetabled so there is time for proper cleaning to occur.</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).</p> <p>Use of PPE to complete pre-existing intimate care routines or when a child exhibits symptoms. Masks and gloves are available in school.</p> <p>Ensure occupied spaces are well ventilated.</p> <p>Engage with the NHS Test and Trace process:</p> <ul style="list-style-type: none"> • Refer to the specific guidance available on EGfL • Keep attendance records (staff, pupils and visitors) <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community- Use the flow chart produced by Ealing Public Health</p> <p>Contain any outbreak by following local health protection team advice</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
Task / Activity Area Reducing exposure and transmission of Covid and use of Social distancing (KS1 and KS2)		Hazard Biological hazard- COVID-19					
4	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups- groups to remain in pre-determined areas of the school.</i></p> <p><i>Resources allocated per pupil using chair sacks.</i></p> <p><i>Chrome books allocated to individual pupils and distributed/collected by bubble staff, wearing gloves.</i></p> <p><i>Chomebooks to be wiped down and charged at the end of each session.</i></p> <p><i>Resources should not be shared between groups e.g. paintbrushes, unless they have been thoroughly cleaned in the transition or untouched for 72 hours.</i></p>	<p>Government guidance to be followed. This includes: Coronavirus (COVID-19) contingency framework for education and childcare settings</p> <p>Schools and childcare settings: return in January 2021</p> <p>Restricting attendance during the national lockdown: schools</p> <p>Having measured the classrooms, the maximum capacity for each group at Woodlands is 15 children, given limitations of space.</p> <p>The following hierarchy of controls to be used in all settings:</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <p>Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>Group teacher</p> <p>SLT</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>Caretaker</p> <p>All monitoring in place at all times</p>	4	3	<p>(4X3) +3 = 15 (Medium)</p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>Desks should be spaced as far apart as possible</i></p> <p><i>Pupils and staff are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days</i></p> <p><i>Display social distancing poster at all entrances</i></p> <p><i>2 adults per group</i></p> <p><i>No mixing of groups</i></p> <p><i>No cross work of designated adults</i></p> <p><i>Lunches are eaten in classrooms and each bubble is allocated a separate area of outdoor space which they access through a specific door, to be used only by members of that bubble. Lunches will be collected by staff from the bubble and bins distributed and collected by Harrisons staff wearing PPE.</i></p>	<p>Clean frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Minimise contact and mixing by altering, as much as possible, the environment (see individual classroom layout and staggered timetable for more detail)</p> <p>Music lessons will be taught virtually with tasks to be completed on Google Classroom. Children participating in music lessons or assembly in school should remain in their allocated place facing the front of the classroom.</p> <p>All assemblies will be virtual with children joining through Google Meet.</p> <p>Specialist therapies for SEN pupils will continue as usual.</p> <p>Classrooms and teaching areas must be kept well ventilated with open windows and external doors.</p> <p>Engage with the NHS Test and Trace process: Refer to the specific guidance available on EGfL</p>			

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>Remote learning provision KS1 & KS2 blended approach of live lessons and GC tasks. Additional tasks to support SEN are set weekly by the SENCO in a separate classroom.</i></p> <p><i>Children attending school access the same live lessons and tasks as children who are accessing remotely from home. This includes live teaching of phonics, handwriting and Maths with additional lessons in other areas to support tasks set as needed. No paper learning will be provided at this time.</i></p> <p><i>2 members of staff attend each live lesson for safeguarding purposes. Teachers are available daily through class email addresses.</i></p>	<p>Keep attendance records (staff, pupils and visitors)</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community- Use the flow chart produced by Ealing Public Health</p> <p>Contain any outbreak by following local health protection team advice</p> <p>Due to staffing limitations and to prevent the mixing of bubbles, wraparound childcare is not currently available.</p> <p>Pupils should, as far as possible, be kept in a group with other children from the same bubble they are in during the school day.</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
Task / Activity Area Social distancing (Staff)		Hazard Biological hazard- COVID-19					
5	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups</i></p> <p><i>Access to Art cupboard will be limited to prevent cross-contamination.</i></p> <p><i>Desks/ chairs should be spaced as far apart as possible</i></p> <p><i>Staff are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days</i></p> <p><i>Classrooms used to accommodate bubbles are cleaned at the end of each day.</i></p> <p><i>Display social distancing poster at all entrances</i></p> <p><i>Staff to adhere to bubble rota at all times</i></p>	<p>See Appendix 1 for links to Government guidance for greater detail of practical ways to maintain social distancing (2 metres) for Primary schools. School assessment of capacity indicates bubbles should be no more than 15 pupils per small group.</p> <p>The following hierarchy of controls to be used in all settings:</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <p>Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p>	All staff	4	3	<p>(4x3)+3 = 15 (Medium)</p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<p><i>No mixing of groups</i></p> <p><i>No cross work of designated adults</i></p> <p><i>No sharing of radios, keyboards, workspaces</i></p> <p><i>Wash and dry own lunch utensils/ crockery</i></p> <p><i>Staff to bring their own food and utensils to school each day</i></p> <p><i>Toaster and Microwave can be used but must be wiped down before and after use.</i></p> <p><i>1 adult per toilet at a time-leaving centre toilet empty</i></p> <p><i>1 adult in photocopying area at a time</i></p> <p><i>Masks to be worn when in common areas, including the corridor and office space. Within bubbles, masks can be worn if desired.</i></p> <p><i>Adults to maintain social distancing in shared areas-</i></p>	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Clean frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Minimise contact and mixing by altering, as much as possible, the environment (see individual classroom layout and staggered timetable for more detail)</p> <p>Demarcation of all shared areas with hazard tape, posters, tape, layout of furniture</p> <p>Daily reinforcement and monitoring of expectations</p> <p><i>Pupils should, as far as possible, be kept in a group with other children from the same bubble they are in during the school day.</i></p>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>staggered breaks will support with this.</i></p> <p><i>All communication between staff on site to be done through phone/radio/email.</i></p>					
Task / Activity Area Cleaning and Hygiene			Hazard Biological hazard- COVID-19				
6	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p> <p>Pupils – exposure to others in group</p>	<p><i>Frequent hand cleaning and good respiratory hygiene practices</i></p> <p><i>Daily cleaning of classrooms and equipment</i></p> <p><i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</i></p> <p><i>Keep spaces well ventilated using natural ventilation (opening windows) or ventilation units</i></p> <p><i>Display hand washing poster at all entrances</i></p>	<p>Shared areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> objects which are visibly contaminated with body fluids all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary</p>	<p>Lakethorne</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>All monitoring in place at all times</p>	3	3	<p>All</p> <p>(3X3)</p> <p>+3 =</p> <p>9</p> <p>(Low)</p>

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
		<p><i>Children and staff to wear clean clothes each day- no uniform required for children</i></p>	<p>fittings, following one of the options below:</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <p>or</p> <ul style="list-style-type: none"> • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants <p>or</p> <ul style="list-style-type: none"> • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p>				

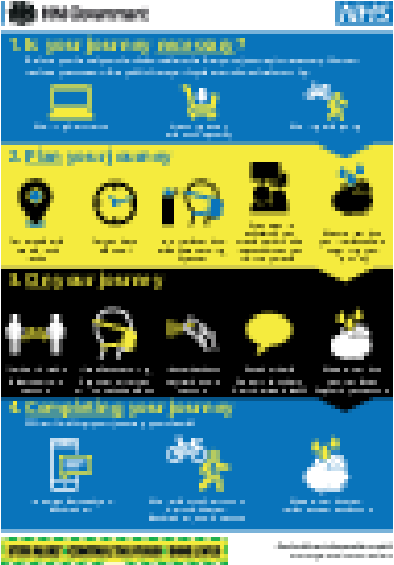
Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>Daily rigorous cleaning of all surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc. more regularly than normal</p> <p>Lakethorne staff will clean shared areas and surfaces. Woodlands support staff will support with the cleaning of resources used and needed for the following day. Time will be given for this, following children's departure at 2pm.</p>				

Who might be harmed and how?	What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<u>Association for Physical Education, Sport England and Youth Sport Trust</u>				

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
Task / Activity Area Lunch		Hazard Biological hazard- COVID-19					
8	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p> <p>Pupils – exposure to others in group</p>	<p><i>Lunch is eaten within bubbles at all times.</i></p> <p><i>Support staff collect lunches from kitchen, wearing gloves and masks and deliver them directly to the children within their classes</i></p> <p><i>Handwashing by all pupils with soap and water for at least 20 seconds and hands dried, reduce use of alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</i></p> <p><i>Pupils are encouraged not to touch their mouth, eyes and nose</i></p> <p><i>Each bubble is restricted to their exit and area of outdoor space.</i></p>	<p>See Harrison modified service guidance for additional details.</p> <p>The hall will not be used to eat lunch.</p> <p>One-way circulation and/or a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</p> <p>All spaces to be well ventilated using natural ventilation (opening windows) or ventilation units (AHT office and Nursery only, if not enough ventilation through door/[windows in Nursery])</p> <p>.</p> <p>Prop doors open, where safe to do so, using automatic locks (which close in the case of a fire alarm) in classrooms to limit use of door handles and aid ventilation. Fire wardens to be aware of any external doors which have been propped open and take responsibility for closing any of these doors within their zone in the event of the fire alarm or Lockdown warning sounding.</p>	<p>Carekaker</p> <p>Lakethorne</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>All monitoring in place at all times</p>	<p>4</p>	<p>3</p>	<p>(4X3) +3 = 15</p> <p>(Medium)</p>

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
	<i>No fruity tuck shop</i>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from 				

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			coughing, spitting, or vomiting, then eye protection should also be worn				
Task / Activity Area Transport Arrangements			Hazard Biological hazard- COVID-19				
9	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group. Exposure to wider population out of school</p> <p>Parents – exposure to other parents/ adults outside of school perimeter</p>	<p><i>Staff parents and students encouraged to walk or cycle to school where possible, or use private vehicles</i></p> <p><i>Parents and staff to follow government guidance re: face coverings on public transport.</i></p>	<p>Schools, parents and students should follow the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Checklists for safer travel Plan your journey</p> <ul style="list-style-type: none"> • can I walk or cycle to my destination? • have I checked the latest travel advice from my transport operator? • have I booked my travel ticket online, bought a pass or checked if contactless payment is possible? • have I planned my journey to minimise crowded areas and allow for delays? • am I taking the most direct route to my destination? <p>What to take with you</p> <ul style="list-style-type: none"> • a plan for my journey 	All stakeholders	2	3	(2X3) +3 = 9 (Low)

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Pupils – exposed to wider groups of pupils/ staff in school and general public out of school		<ul style="list-style-type: none"> • contactless payment card or pass • phone (if needed for travel updates, tickets, contactless payments) • tickets • hand sanitiser • essential medicines • tissues • a face covering <p>Refer Safer travel information sheet</p> 				

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area Dealing with suspected and confirmed cases of COVID-19		Hazard Biological hazard- COVID-19				
10	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p><i>Testing can be booked on line, including asymptomatic testing.</i></p>	<p>Refer to the flowchart on dealing with suspected and confirmed cases on EGfL</p> <p>Suspected cases If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and the stay at home guidance followed. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (in Family Support Officer room), depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom (disabled bathroom in KS2 block if available) if possible. The bathroom should be cleaned and disinfected using standard</p>	4	3	<p>(4X3) +3 = 15 (Medium)</p>

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>cleaning products before being used by anyone else.</p> <p>Follow school procedures for communicating with parents & other household members about the need to self-isolate.</p> <p>All staff and students have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</p> <p>Confirmed cases: If a child or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>				

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
Task / Activity Area Use of PPE		Hazard Biological hazard- COVID-19					
11	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Individual pupil risk assessment and/or behavioural support plan to be reviewed and updated.</i></p> <p><i>Staff related risk assessments to be updated for those that are vulnerable, such as those who are pregnant</i></p>	<p>Face covering should be worn by staff and pupils over the age of 12 in communal areas (such as corridors).</p> <p>The LA encourages the use of face coverings by staff on outdoor duty and anyone visiting over the age of 12 collecting or dropping off pupils outside the school, if social distancing can't be maintained.</p> <p>For staff looking after children with complex special educational needs and providing direct personal care (at a distance of less than 2 metres), the following PPE should be available for use by school staff:</p> <ul style="list-style-type: none"> • Disposable gloves; • Disposable apron; • Fluid resistant (type IIR) surgical mask; • Eye protection where there is a risk of splashing of bodily fluids. <p>PPE should also be provided in the following cases:</p> <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs. • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return 	<p>Medical supervisor</p> <p>First Aiders</p> <p>SLT</p>	4	3	<p>(4X3) +3 = 15 (Medium)</p>

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>home, and a distance of 2m cannot be maintained.</p> <ul style="list-style-type: none"> External providers of OT/ physiotherapy/ hydrotherapy sessions should provide their own PPE. School staff will be provided with PPE as required. <p>Spare clothing belonging to the school will no longer be available to Reception children, should they get messy or wet, parents will be asked to send a change of clothes which can be left in school. Any soiled clothing will be sent home in a bag as per our personal care policy.</p> <p>The Family Information Service can arrange for this PPE to be delivered to schools via the Family Information Service – children@ealing.gov.uk tel. 0208 825 5588</p> <p>The following Government video shows how PPE should be put on and taken off, see Appendix 1 for link to guidance</p> <p>PPE should be disposed of in line with Government guidance on cleaning in non-healthcare settings.</p> <p>Government guidance on PPE to be followed, see Appendix 1 for link to guidance</p>				

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I	
Task / Activity Area Administering First aid/Medication		Hazard Biological hazard- COVID-19					
12	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Schools has a suitable number of staff on duty</i></p> <p><i>Schools has a first aid risk assessment and medication policy in place</i></p> <p><i>Addendums added to First Aid and Supporting Pupils with Medical Conditions Policies, with a particular focus on COVID-19 pandemic and measures which may need to be taken.</i></p> <p><i>All first aid is carried out by bubble staff.</i></p> <p><i>Isolation room is available for symptomatic pupils.</i></p>	<p>Covid_19 updated First Aid training for all Support staff (June 2020) and teaching staff (July 2020)</p> <p>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</p> <p>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> <p>Wear gloves or cover hands when dealing with open wounds</p> <ul style="list-style-type: none"> • Cover cuts and grazes on your hands with waterproof dressing • Dispose of all waste safely • Do not touch a wound with your bare hand • Do not touch any part of a dressing that will come in contact with a wound. <p>See Appendix 2 for CPR guidance</p>		4	3	<p>(4X3) +3</p> <p>=</p> <p>15</p> <p>(Medium)</p>

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>See Appendix 3 on the number of first aiders required</p> <p><i>See Administering first aid and medication risk assessments (Updated May 2020)</i></p> <p>See Appendix 1 link to Government PPE guidance</p>				